

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
 SACRAMENTO, CA 95814-4037
 TDD (916) 445-1942
 (916) 324-4398

**ADP BULLETIN**

Title PREVENTION ACTIVITIES DATA SYSTEM (PADS) REPORTING PERIOD JULY 1, 2004 THROUGH JUNE 30, 2005		Issue Date: 5-5-04 Expiration Date: 6-30-05	Issue No. 04-8
Deputy Director Approval MICHAEL S. CUNNINGHAM Deputy Director Prevention Services Division	Function: <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input checked="" type="checkbox"/> Administration	Supersedes Bulletin/ADP Letter No. ADP Bulletin Issue No. 03-6	

PURPOSE

The purpose of this bulletin is:

1. To transmit a copy of the Prevention Activities Data System (PADS) forms (revised 4/04) for fiscal year July 1, 2004 through June 30, 2005;
2. To transmit a copy of the PADS User's Guide, July 2004, for fiscal year July 1, 2004 through June 30, 2005.
3. Remind counties of the reporting frequency for fiscal year 2004/05 PADS data.

DISCUSSION

The fiscal year for reporting information to the Department of Alcohol and Drug Programs for PADS will end on June 30, 2004. Counties are to submit data for each primary prevention provider that receives Substance Abuse Prevention and Treatment (SAPT) primary prevention block grant funds via the county's Negotiated Net Amount (NNA) Contract. This is a reminder that the final submission of data for each provider for the period of July 1, 2003 through June 30, 2004, is due to ADP by July 31, 2003.

Enclosed are single copies of the fiscal year 2004/05 PADS forms, User's Guide and an electronic form on diskette. All of these documents are available via the PADS' web site at www.adp.ca.gov/PADS/padsmain.shtml and the Department encourages counties to direct their prevention providers to obtain these documents via the web. Additional copies will be provided upon request by contacting Kami Browning at (916) 327-4425, kbrowning@adp.state.ca.us or by mail at the California Department of Alcohol and Drug Programs, Prevention Services Division, Second Floor, 1700 K Street, Sacramento, CA 95814.

Discussion of No.1. Revisions have been made to the fiscal year 2004/05 PADS



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forms. These revisions are described below:

ADP7235A

- Section A, County/Provider Information, No. 11 *Reporting Period* has been added.

ADP7235B

- Section C1, Services Requiring Demographics: (a) *Brochures/Pamphlets Disseminated*, (d) *Newsletters Disseminated* and (e) *Resources Directories Disseminated* have been moved to Section C5, Services Not Requiring Demographics.

ADP7235B-G

- Section A, Provider/Program Information, No. 6 *Time Period* has been added.

Discussion of No. 2. The updated PADS User's Guide, dated July 2004, for fiscal year July 1, 2004 through June 30, 2005 is also enclosed. The guide provides direction on how to correctly collect and report PADS data and represents the thoughts and ideas of numerous county staff and service providers who have worked to accurately represent prevention data. We welcome your thoughts and suggestions for enhancing the product to make it an even more useful document for the field.

Discussion of No. 3. ADP Bulletin 03-6, dated May 14, 2003 detailed the new reporting requirements for PADS data. This is a reminder that data for the 2004/05 fiscal year must be submitted on a quarterly basis. The reporting periods and due dates are detailed in the following chart:

Fiscal Year	Mandatory Reporting Requirement	Due Dates	Optional Reporting Time Periods
2004/05	Quarterly	<ul style="list-style-type: none">• 10/31/04 for 07/01/04 through 09/30/04 data• 01/31/05 for 10/01/04 through 12/31/04 data• 04/30/05 for 01/01/05 through 03/31/05 data• 07/31/05 for 04/01/05 through 06/30/05 data	Monthly

REFERENCES

Negotiated Net Amount (NNA) Contract

BACKGROUND

ADP Bulletin – Issue No. 03-6

PREVENTION ACTIVITIES DATA SYSTEM (PADS)

REPORTING PERIOD JULY 1, 2003 THROUGH JUNE 30, 2004

May 14, 2003

QUESTIONS/MAINTENANCE

The PADS' web page is located at www.adp.ca.gov/PADS/padsmain.shtml.

Direct any PADS related issues to Kami Browning at (916) 327-4425 or by e-mail at kbrowning@adp.state.ca.us.

EXHIBITS

- (1) [Prevention Activities Data System \(PADS\) ADP 7235A-G \(revised 4/04\) forms for fiscal year July 1, 2004 through June 30, 2005.](#)
- (2) [PADS User's Guide dated July 2004 for fiscal year July 1, 2004 through June 30, 2005.](#)

DISTRIBUTION

County Alcohol and Drug Program Administrators
County Alcohol and Drug Program PADS Contacts
Strategic Local Government Services, LLC
Director's Advisory Council